



8/20 12
Town of Acton Recreation Department

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: recreation@acton-ma.gov

Website: www.acton-ma.gov

Cathy Fochtman, Recreation Director

To: Steve Ledoux, Town Manager

From: Cathy Fochtman, Recreation Director

Re: "Walk to End Alzheimer", Inn at Robbins Brook, Sept. 22, 2012

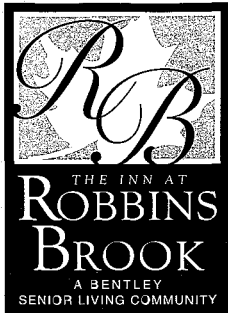
Date: 8/15/12

The Recreation Dept. and Maura Capriccio has been in discussion over the past month about having the Inn at Robbins Brook sponsor a "Walk to End Alzheimer" at NARA Park. Ms. Capriccio respectfully requests that permit fees for use of NARA be waived for this event. They plan to use the bathhouse and the walking path around the pond.

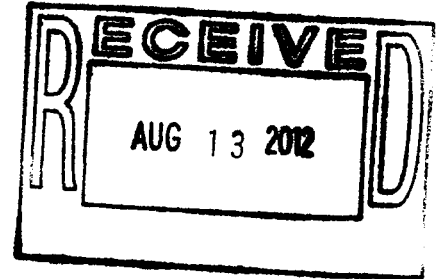
Inn at Robbins Brook is a sponsor of the NARA Summer Concert series and has regularly transported their residents to attend our concerts throughout the summer.

I recommend that the Board of Selectmen approve their request to fundraise for this worthwhile cause. I look forward to a successful walk on Saturday, Sept. 22 and the continuation of our cooperative relationship with the Inn at Robbins Brook.

Approximate value: \$150.00



August 7, 2012



Steve Ledoux, Town Manager
Town of Acton, Massachusetts

Dear Mr. Ledoux,

I am requesting that you consider a waiver of fees, with the exception of out-of-pocket expenses, for the Alzheimer's Walk that we are sponsoring on September 22nd, 2012. This event is scheduled to take place at NARA Park on Saturday September 22nd from 11 A.M. to 2 P.M.

The Inn at Robbins Brook will be responsible for set up and clean up of the event, we will require the use of electricity, picnic tables, trash cans which we will supply the bags, use of the bathrooms and parking area.

"The Alzheimer's Association Walk to End Alzheimer's™ is the nation's largest event to raise awareness and funds for Alzheimer's care, support and research. Held annually in more than 600 communities nationwide, this inspiring event calls on participants of all ages and abilities to reclaim the future for millions. Together, we can end Alzheimer's disease, the nation's sixth-leading cause of death." The Inn at Robbins Brook has been providing services to those suffering from Alzheimer's for the past 10 years, your support of this event is much appreciated.

Regards,

Christine Smith
Executive Director
The Inn at Robbins Brook
10 Devon Drive
Acton, MA 01720

The Community That Treats You Like Family



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3123IBQGMDBUP OIGPSIVTFIPG SFDSFBUP OIGBD.MUFT!

Complete Sections I & II only, signature required on page 2. File application with the Acton Recreation Department at least **TWO WEEKS** prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.

TFDUPOLJ

Application Date: 6/27/12 E-mail Address: mcapriccio@thetownatrobbinbrook.com
Name of Organization: THE TOWN AT ROBBINS BROOK
Contact Person: MAURA CAPRICCIO Phone: Home (978) 264-4666
Address: 10 DEVON DRIVE Work (978) 264-4666
Town/City: Acton State: MA Zip Code: 01720
Organization: ☒ Acton ☐ Non-Resident Number of Participants: 75
Describe Activity: 1/2 Walk - "Walk to End Alzheimer's" + BBQ

TFDUPOLJ

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

NARA Park (25 Ledge Rock Way):

- ☐ Amphitheater**
☒ Walking Trail (1 mile)
☒ Bathhouse Pavilion (5 picnic tables)
☐ Patio Tent (4 picnic tables)
☐ Large Picnic Area (8 picnic tables)
☐ Small Picnic Area (4 picnic tables)
☐ Picnic Pod (near volleyball courts;
2 picnic tables)
☐ Group Swim Passes, # needed: _____
☐ Large Soccer Field, # fields: _____
☐ Small Soccer Field, # fields: _____
☐ Softball Field
☐ Volleyball Court 1 or 2 (Please Circle)

Elm Street Fields (21 Elm Street):

- ☐ Soccer Field
☐ Softball Field
☐ Tennis Court, # of courts needed: _____
1 or 2 (Please Circle)

School Street Fields (343-347 School Street):

- ☐ Small Soccer Field, # of fields: _____
☐ Large Soccer Field, # of fields: _____
☐ Lacrosse Field

Veterans Fields (855 Main Street):

- ☐ Little League Fields,
1 or 2 (Please Circle)

Concord Road (104 Concord Road):

- ☐ Soccer Field

Gardner Field (Route 111 near Kinsley Road):

- ☐ Recreational Field

Great Hill (54 School Street):

- ☐ Soccer Field, 1 or 2 (Please Circle)
☐ Little Great Hill Field

Hart Field (80 Taylor Road):

- ☐ Little League/Softball Diamond

MacPherson Field (80 Taylor Road):

- ☐ Little League/Softball Diamond

Jones Field (Martin Street & Stow Road):

- ☐ Full Size Baseball/Lacrosse/Football Field

Robbins Mill Recreation Area (61 Canterbury Hill Road):

- ☐ Small Soccer Field
☐ Basketball Court

T.J. O'Grady Skate Park (66 Hayward Road):

- ☐ Skate Park

* The NARA Picnic Areas, Patio Tent, and Bathhouse are not available for rental during the NARA Summer Camp hours (8:00 AM - 5:30 PM, Monday - Friday, excluding Thursdays: June 28 - Aug. 24, 2012). Permits will not be available at NARA Park for these dates in 2012: July 4-5, and dates that have sponsored recreation events. **Amphitheater rentals must complete a separate facility application.

1st Choice 9/22 Time Requested: Start Time: 11 AM End Time: 2 PM

2nd Choice: 9/23 Time Requested: Start Time: 11 AM End Time: 2 PM

Will Food/Beverages be Served? yes If Yes, be specific live BBQ - We will supply all food

Will Alcohol be Served? NO If yes, has a permit been obtained by the Board of Selectmen? _____

Picnic table availability is noted for each area. Additional tables are not provided by the Town of Acton.

Picnic charcoal grills are available for large tent, small tent and patio picnic areas at NARA Park. You are welcome to bring your own charcoal or propane grill. All coals must be discarded in ash can. NARA Park bathrooms are open during normal beach operation hours. A portable toilet is onsite at the lower beach area.

CANCELLATION POLICY: *If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.*

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

responsibility of the renter
Maura Capriccio
 (Representative's Signature)

(Date) 6/27/12

Gps!Pgdf !!!
Vt f !Ponz!

REQUIRED SERVICES ASSIGNED:

_____ Fire - All commercial use of propane tanks need permit. (Over 50 gallons)
Contact the Acton Fire Dept. 978-264-9645

Police

Health Department Permit (Obtained at the Board of Health-separate fee with BOH)

Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.

_____ Portable Toilets Required Location Required:

Dumpster required

 Liquor License (see Section 11): Approved Denied

ESTIMATED RENTAL FEES: \$75 Bath house \$75 walking path

Bldg. Rental \$ waiver
Electrical Fee \$

Field Rental \$ waive
Security Deposit (required) \$

Swimming Fee \$ Walking Path \$ 75

\$150
total

PERMIT FOR USE OF RECREATION FACILITIES:

(✓) THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit Issued By:

Catherine L. Fochtman 8/14/12
Recreation Department Signature Date

Recreation Department Signature

Date _____

Special Instructions:

Recreation Department Signature Please police all trash - Thank you! Date _____

Additional Notes Attached: Yes No

COPY TO:

☒ Grounds (Shawn O'Malley)

Health Department

Authorized Rep.

Police

Fire

Town Manager

Lifeguards

Finance

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Pq d f l v t f ! p o n e ! ! B q q e d u p o ! S f d f j w e l p o ! " 0 0 0 !!!!!Cz; !
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B n p v o u Q b e l % ! ! ! E b u f ! Q b e l % ! 0 0 0 !!!!!S f d f j w e l C z ! "

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Application Rvd = 6/27/12
Applicant Contacted = 6/27/12 (email)